



## Electronic Mail and Internet/Computer Usage Policy

Computer systems, email and Internet access are corporate assets and critical components of United Talent's clients' communication systems. All computers, online accounts, and email facilities provided to our employees by United Talent's clients to facilitate the performance of company work are the private property of the client. Employees should have no expectation of personal privacy when they use the company-owned computer systems. Clients may monitor and review the applications, processes and time intervals to ensure its resources are being utilized properly.

United Talent's clients reserve the right to retrieve the contents for legitimate reasons such as to find lost messages, to comply with internal or external investigations of wrongful acts, to recover from system failures, quality control, to prevent employee misconduct, or other reasons deemed appropriate by the client. Passwords used by employees are to prevent unauthorized access by other employees and should not be interpreted as creating an expectation of privacy for the employee who uses the password.

Personal use of email, the Internet, messaging systems, company hardware and company software is not acceptable. Business use must not involve material or comments that might be viewed as being unprofessional, harassing, discriminatory or suggestive. Misuse of email and the Internet can result in disciplinary action up to and including termination. Examples of misuses include, but are not limited to the following:

Transmission of racist, obscene, profane or offensive material over a client's communication/computer system is strictly prohibited. This includes accessing erotic materials via news groups, messages, jokes or forms that violate harassment policies or create an intimidating or hostile work environment.

Use of a client's communication/computer system to set up personal business, send chain letters, play games or personal entertainment is prohibited.

A client's confidential messages should be distributed to Personnel only. Forwarding to outside locations is prohibited.

Accessing copyrighted information in a way that violates the copyright is prohibited.

Breaking into the system or unauthorized use of a password/mailbox is prohibited.

Broadcasting personal views on social, political, religious or other non-business related matters are prohibited.

Solicitation to buy or sell goods or services or to promote charitable events that have not been approved by Administration is prohibited.

Making an online statement about the company, its position on any issue or about a competitor is prohibited unless the same managers who approve all other corporate communications have approved the statement.

Employees are prohibited from downloading software without permission.

Any other illegal use is prohibited.

**The use of the computer, Internet and email systems provided by United Talent's clients may be monitored, with or without knowledge at any time, and I agree to comply with all limitations on the use of the email system. I further understand that violation of this policy is subject to disciplinary action up to and including termination.**

**I acknowledge that I have read, understand and agree to abide by all of United Talent's computer usage policies while using any computer system of United Talent's clients. I further recognize that the client has the right to monitor my computer usage.**

Name: (print) \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness Signature: \_\_\_\_\_

Date: \_\_\_\_\_